

Weekly Report for Week Ending 4 June 1958
from
Records Disposition Branch

1. Contributions

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✓ a. File Systems - ORR Staffs [REDACTED]

Installation of subject numeric system is completed in Control Staff and Intelligence Information Staff. The latter staff required two installations with a total of 10 cu. ft. of inactive records destroyed. The Staff and Branch Chiefs were highly complimentary of the system and the assistance given them. Their files had reached the point where it was becoming increasingly difficult to find material.

✗ b. Arrangement for Obtaining and Maintaining Current CIA Supply Catalogs from OL/SD [REDACTED]

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Arranged with Chief, Cataloging Branch, Supply Division, OL for RMS Reference Library to receive a set of CIA Supply Catalogues for pertinent subject areas, such as Office Supplies and Equipment Periodic supplements and modifications will be received to keep these catalogs and price lists current. These should permit RMS to improve its services in reviewing requisitions and recommending items for purchase.

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✓ c. Records Management Survey/Office of Personnel [REDACTED]

The Staff Study was approved by Management Staff and delivered to Mr. [REDACTED] DD/Pers/PD. Project is complete.

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2. Assignments

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✓ a. File Systems - ORR Staffs [REDACTED]

Have started installations in the EIC Secretariat. In addition their records control schedule will be revised and inactive files retired or destroyed.

✓ b. File Systems - OSI [REDACTED] 25X1A9a

We were requested by OSI/ [REDACTED] and Applied Science Divisions to assist in filing problems. The agency filing system had been installed in GMD last fall, but a change in personnel necessitated a briefing for the new secretary.

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The Chief Applied Science Division has requested that we assist four (4) branches in the installation of the Agency filing system. Installation in the [REDACTED] Branch is approximately 50% complete. 25X1A9a

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✓ c. OTR - Records Control Schedule [REDACTED]

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d. Legislative Counsel [REDACTED] 25X1A9a

No change from previous report. 25X1A9a

e. Proposed Disposal of Certain Control Records [REDACTED]

Have initiated action to obtain Agency-Wide approval for the destruction of Classified Document Receipts after 2 years retention and Courier Receipts retained by offices after 3 months retention. Classified Document Receipts have been retained indefinitely since 1946 and the total destruction possible will be quite voluminous. Concurrence has been obtained from the Agency Top Secret Control Officer and will be cleared through Security Office possibly this week. Security Office has indicated to us that they will be receptive to a proposed disposal period at this time.

f. Installation of Subject-Numeric File in OP, Personnel Procurement Division, Special Recruitment Branch [REDACTED]

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Met with Chief, PPD to discuss plans for files survey and proposed S-N installation in SRB. Start postponed due to absence of C/SRB on recruiting trip. Survey began 4 June 1958. Completed preliminary review of all Agency and Federal Government forms used by PPD in recruitment to obtain background on filing problems.

3. Vital Materials

a. Met with members of OCR/Machine Division and OCR/Document Division in an attempt to determine whether or not any finished Intelligence Publications indexed in the IPI are being deposited on microfilm instead of hard copy. It was learned that some exceptions from depositing hard copy have been made. Mr. [REDACTED] was to prepare a list of the publications that have been microfilmed in order that he may check against the newly established retention periods for finished Intelligence Publications.

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b. Due to the short work week it was not necessary to make a trip to the repository.

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c. Microfilming of Vital Materials in OSI and Personnel has been completed.

4. News

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[REDACTED] is attending the Fifth Institute on Records Management at the National Archives.

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